



# PUBLIC SCHOOLS OF NORTH CAROLINA

STATE BOARD OF EDUCATION William C. Harrison, Ed.D., *Chairman*

DEPARTMENT OF PUBLIC INSTRUCTION June St. Clair Atkinson, Ed.D., *State Superintendent*

WWW.NCPUBLICSCHOOLS.ORG

June 24, 2015

Mr. John Chaffee  
Sponsored Programs-Regulatory Compliance  
NC State University  
2701 Sullivan Dr., Adm. Services Bldg. III, Suite 240  
Box 7514  
Raleigh NC 27695-7514

Dear Mr. Chaffee:

Attached please find Task Order/Task Order amendment EP4890443. Please print two copies, sign both with original signatures and return them within **five** working days upon receipt. Please note that Appendix C "Contractor Certifications" must be completed and signatures notarized.

When you have completed the above, please return both copies to me at the address below. **This document does not become a binding contract nor shall the service start until duly signed by the contractor and the North Carolina State Board of Education.**

If you have any questions or if any changes need to be made to the contract, please call me. A completed copy will be sent to you when all the signatures have been obtained.

Thank you for your prompt and complete response.

Sincerely,

Joni Robbins, Section Chief  
Purchasing and Contracts

/jb  
cc: Tammy Howard

Enclosures

## DIVISION OF FINANCIAL AND BUSINESS SERVICES PURCHASING AND CONTRACTS

6308 Mail Service Center, Raleigh, North Carolina 27699-6308 | (919) 807-3662 | Fax (919) 807-3660

Street Address: 301 N. Wilmington St., Raleigh, NC 27601

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

TASK ORDER NO. \_\_\_\_\_  
\_\_\_\_ New \_\_\_\_ Modification No. \_\_\_\_

NCSBE CONTRACT ORDER NO. EP4890443  
Amendment No 4

## TASK ORDER

Issued Under the North Carolina State Board of Education, University of North Carolina  
Master Agreement, Version 001

### Project Personnel

#### UNC Institution

**Principal Investigator**

University: North Carolina State University, The Center for  
Urban Affairs and Community Services  
Name, Title: Dr. Yevonne S. Brannon, Director  
Address: Box 7401 Gorman Street & Western Blvd.  
City, State, Zip: Raleigh, NC 27695-7401  
Phone, fax: P/919-515-1300: F/919-515-3642  
Email: yevonne\_brannon@ncsu.edu

**Contract Administrator**

University: NC State University  
Name, Title: John Chaffee, Sponsored Programs-Regulatory  
Compliance  
Address: 2701 Sullivan Dr., Admin. Serv Bldg III, Ste 240,  
Box 7514  
City, state, zip: Raleigh, NC 27695-7514  
Phone, fax: P/919-515-2444  
Email: sps@ncsu.edu

#### NCSBE

**Project Coordinator**

North Carolina Department of Public Instruction  
Name, Title: Tammy Howard, Director, Accountability Services  
Address: 6314 Mail Service Center  
City, State, Zip: Raleigh, NC 27699-6314  
Phone, fax: P/919-807-3774, F/919-807-3772  
Email: tammy.howard@dpi.nc.gov

**Contract Administrator**

North Carolina Department of Public Instruction  
Name, Title: Janet Byrd, Contracts Administrator  
Address: 6308 Mail Service Center  
City, State, Zip: Raleigh NC 27699-6308  
Phone, fax: W/919-807-3662; Fx/919-807-3660  
Email: janet.byrd@dpi.nc.gov

### Project Description

Project Title: Technical and Coordination Support for the North Carolina Testing Program and the State Board of Education's  
Accountability Program  
Project Contact for University: Dr. Yevonne S. Brannon  
Project Start/End Dates: 07/01/2012 through 6/30/2016

### Incorporation

The Terms and Conditions of the NCSBE/UNC Master Agreement are incorporated by reference. This Task Order also includes any  
Appendices or addendums attached hereto, including (1) Appendix A "Scope of Work," (2) Appendix B "the Funding Source Award  
Notice" (if applicable), (3) Appendix C "Contractor Certifications," and (4) Appendix D "Detailed Budget -- including allowable  
Facilities and Administrative Cost recovery."

IN WITNESS THEREOF, the parties have caused the Task Order to be executed by their authorized representatives.

### ATTEST:

APPROVED BY:

\_\_\_\_\_  
Philip Price, Chief Financial Officer

\_\_\_\_\_  
Date

FOR THE NORTH CAROLINA STATE BOARD OF EDUCATION:

\_\_\_\_\_  
June St. Clair Atkinson, State Superintendent

\_\_\_\_\_  
Date

UNC INSTITUTION:

\_\_\_\_\_  
Authorizing Official Signature

\_\_\_\_\_  
Date

TASK ORDER NO. \_\_\_\_\_  
\_\_\_\_ New \_\_\_\_ Modification No. \_\_\_\_

NCSBE CONTRACT ORDER NO. EP4890443  
Amendment No 4

### Funding Information

Total Project Costs: \$30,272,352.00 (\$29,862,352.00 plus \$410,000.00)

Total funding to date:

Cost share required with this action:

Cost share to date:

Funding Source:

Agency #:

CFDA#:

Title:

### Recipient Fiscal Agent

Name, Title: Justo Torres, Contracts and Grants  
Address: 2701 Sullivan Drive, Adm. Services Bldg., III, Box 7214  
City, State, Zip: Raleigh, NC 27695-7214  
Phone, Fax: (P) 919-515-8008; (F) 919-515-4693  
Email: justo\_torres@ncsu.edu

### Special Terms and Conditions

See Appendix C, Contractor Certifications

### Invoicing

Cost reimbursement under this Task Order will require periodic invoices submitted no more frequently than monthly and a final invoice submitted within 30 days of the project end date listed on page 1. All invoices are subject to the approval of the "NCSBE Project Coordinator." Invoices are to be *addressed* to NCDPI, Accounts Payable, 6339 Mail Services Center, Raleigh, NC 27699-6339, but *mailed* to the Project Coordinator listed on page 1 of this Task Order.

### Amendment Description

Describe the reason for amending this Task Order: To add funding for the continuation of services and the additional services as follows: Maintenance of learning objects using the Equella Metadata Utility and providing technical support Amended sum: \$30,272,352.00 (\$29,862,352.00 plus \$410,000.00)

**Budget Code:** 0801-532150-160037950315  
0801-532150-180010511000  
0801-532150-108529850605  
0801-532150-180010123000

**Budget Source:** Federal/State  
**Strategic Priority:** GCS

## SCOPE OF WORK

## APPENDIX A

*Amendment: Support ongoing content tagging and maintenance for IIS.*

### Outcomes

- Resources/learning objects are reviewed, vetted, and aligned to NC standards in the LOR using rubrics established by NCDPI.
- Resources/learning objects are tagged in accordance to standards established or adopted by NCDPI and tags accurately identify the content type and format, applicable subject, applicable grade levels, etc.
- Content collections are maintained to ensure all links are active and required updates are performed monthly.
- Content from NC Education and NC FALCON is hosted and maintained. The site and components of [center.ncsu.edu/standards](http://center.ncsu.edu/standards) is updated and maintained.
- NC Textbook Commission work is supported.

### Work Activities

- Maintenance of learning objects
  - Staff members and contractors\* will tag an average of **150 per month** new high quality learning objects (based on NCDPI approved rubrics) according to the NCDPI approved metadata tagging schema.
  - If references to existing objects have copyright permissions changed or the permission to use becomes void, then staff will de-activate the resource reference.
  - Perform metadata management using the Equella Metadata Utility (EMU). A broken url report will be run and reconciled by the end of each month. Using LOR automation tools (Equella automatically checks links on a periodic basis and reports back which links are not functional) along with manual checks each month, staff will monitor learning objects published. Objects that change address will be edited; objects that are deleted will be de-referenced in the LOR by staff so that they will not appear in search results.
  - As needed, ensure that learning objects established are referenced in the National Learning Registry.
- Technical Support
  - Understand and support workflow in the NCLOR
  - Manually create users as needed

- Conduct system and user acceptance testing for NCLOR upgrades and integrations to ensure content is accessible and user-friendly (e.g., few clicks from search to actual learning object).
  - CUACS technical staff will maintain and update a publicly accessible, individual standard reference resource on [center.ncsu.edu/standards](http://center.ncsu.edu/standards) as the authoritative source for all standard tags. This public reference resource will point to NCDPI as the authoritative source of the North Carolina standards.
  - Perform batch uploading of resources to the LOR as needed
  - Developing evaluations for training, workshops, “best practices” & professional development for Moodle
  - Ensure all NC Education and NC FALCON courses are functional and error free.
  - Provide Help Desk support for North Carolina education community users accessing NC Education and NC FALCON resources.
- Documentation
    - Maintain all appropriate supporting documents for DPI (i.e. metadata schemas, evaluation docs, etc.)

Staffing:

Staff with content and technical expertise will be hired to support the DPI Instructional Content Team in all work activities. The DPI Instructional Content Director will meet weekly with staff to manage the work and establish priorities. Additional technical support will be needed when standards change. Three FTE (ELA, science, elementary math and social studies) and 1 FTE for technology and programming support. A minimum of 3,720 ELA resources, 5,062 science resources, 2,877 K-5 math resources, and 945 K-5 social studies resources will be available at the end of the contract. This includes all benefits and overhead. Cost: \$410,000

**Appendix C**  
**CONTRACTOR CERTIFICATIONS**  
**INSTRUCTIONS**

The person who signs this document should read the text of the statutes listed below and consult with counsel and other knowledgeable persons before signing.

- The text of Article 2 of Chapter 64 of the North Carolina General Statutes can be found online at: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/ByArticle/Chapter\\_64/Article\\_2.pdf](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_64/Article_2.pdf)
- The text of G.S. 105-164.8(b) can be found online at: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_105/GS\\_164-164.8.pdf](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_105/GS_164-164.8.pdf)
- The text of G.S. 147-33.95(g) (S.L. 2013-418, s. 2.(e)) can be found online at: <http://www.ncga.state.nc.us/Sessions/2013/Bills/House/PDF/H786v6.pdf>
- The text of G.S. 143-59.1 can be found online at: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_143/GS\\_143-59.1.pdf](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.1.pdf)
- The text of G.S. 143-59.2 can be found online at: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_143/GS\\_143-59.2.pdf](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.2.pdf)

**CERTIFICATIONS**

- (1) Pursuant to N.C.G.S. 147-33.95(g), the State shall not enter into a contract unless the awarded Vendor and each of its subcontractors comply with the E-Verify requirements of N.C.G.S. Chapter 64, Article 2. Vendors are directed to review the foregoing laws. Any awarded Vendor must submit a certification of compliance with E-Verify to the awarding agency, and on a periodic basis thereafter as may be required by the State.
- (2) Pursuant to G.S. 147-33.95(g), the undersigned hereby certifies that the Contractor named below, and the Contractor's subcontractors, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system." E-Verify System Link: [www.uscis.gov](http://www.uscis.gov)
- (3) The undersigned hereby certifies that the Contractor named below is not an "ineligible Contractor" as set forth in G.S. 143-59.1(a) because:
  - (a) Neither the Contractor nor any of its affiliates has refused to collect the use tax levied under Article 5 of Chapter 105 of the General Statutes on its sales delivered to North Carolina when the sales met one or more of the conditions of G.S. 105-164.8(b); and
  - (b) [check **one** of the following boxes]
    - ☐ Neither the Contractor nor any of its affiliates has incorporated or reincorporated in a "tax haven country" as set forth in G.S. 143-59.1(c)(2) after December 31, 2001; **or**
    - ☐ The Contractor or one of its affiliates **has** incorporated or reincorporated in a "tax haven country" as set forth in G.S. 143-59.1(c)(2) after December 31, 2001 **but** the United States is not the principal market for the public trading of the stock of the corporation incorporated in the tax haven country.
- (4) The undersigned hereby certifies that none of the Contractor's officers, directors, or owners (if the Contractor is an unincorporated business entity) has been convicted of any violation of Chapter 78A of the General Statutes or the Securities Act of 1933 or the Securities Exchange Act of 1934 within 10 years immediately prior to the date of the bid solicitation.

(5) The undersigned hereby certifies further that:

- (a) He or she is a duly authorized representative of the Contractor named below;
- (b) He or she is authorized to make, and does hereby make, the foregoing certifications on behalf of the Contractor; and
- (c) He or she understands that any person who knowingly submits a false certification may be guilty of a Class I felony.

NAME OF VENDOR: \_\_\_\_\_

SIGNATURE OF AUTHORIZED AGENT: \_\_\_\_\_

TITLE OF AUTHORIZED AGENT: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

SIGNED AND SWORN TO (OR AFFIRMED) BEFORE  
ME, THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 2015.

(AFFIX OFFICIAL NOTARY SEAL)

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

**APPENDIX D**

**Technical Outreach for Public Schools: July 1, 2015-June 30, 2016**

**(Guide Budget to Estimate Project Costs)-\$410,000**

Salaries	
Content Staff	\$ 248,533
Technical Support/Programming	\$ 84,755
Salaries and Benefits Total	\$ 333,288

**Non-Salary**

Supplies	\$ 7,000
Equipment/Software*	\$ 22,000
Printing	\$ 3,000
Travel	\$ 5,639
Postage/Communication	\$ 1,800
Non-Salary Total	\$ 39,439

Total Salary / Non-Salary Costs	\$ 372,727
Indirect Costs	\$ 37,273
<b>Total Project Costs</b>	<b>\$ 410,000.00</b>

\*Includes hardware, software, licensing, security keys, repairs, etc.

**Technical Outreach for Public Schools: July 1, 2012-June 30, 2016**

**(Guide Budget to Estimate Project Costs)**

Salaries and Benefits Total	\$ 24,148,999
Non-Salary Total	\$ 3,371,321
Total Salary / Non-Salary Costs	\$ 27,520,320
Indirect Costs	\$ 2,752,032
<b>Total Project Costs</b>	<b>\$ 30,272,352.00</b>